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Due to the high volume of California applicants applying for the Uniform CPA Examination (CPA Exam), the processing of initial qualification applications typically takes six to eight weeks.

Submission of a fully completed application, appropriate fee, and all required documentation is mandatory. The CPA Exam Application Qualification Checklist below is provided to assist in the submission of a complete application.

CPA Exam Application Qualification Checklist for First-time Applicants

Please visit the California Board of Accountancy's (CBA) Web site for information regarding verification of receipt of fully completed application, fee, and educational documents.

Most educational institutions and foreign credentials evaluation services require at least one to three weeks to properly process and mail official copies of transcripts or evaluations. To ensure the timely processing of your application, the CBA highly recommends that all educational documents be requested at least one month prior to the submission of your application.

Depending upon how the educational requirements are fulfilled, have the following educational documents mailed directly to the CBA from the appropriate educational institution or CBA-approved foreign credentials evaluation service.

- ☐ Transcripts from all U.S. colleges or universities attended.
and / or
- ☐ Evaluation of foreign credentials.

To Apply for the CPA Exam, please complete the following steps:

- ☐ Create your personal Client Account via the CBA's Web site.
- ☐ Complete your Client Account and print your Application Remittance Form.
- ☐ Mail signed Application Remittance Form and payment to the CBA.

Once qualified, you will be sent an approval notification from the CBA. The approval authorizes you to select desired exam section(s) by submitting (online) your request for an Authorization to Test (ATT).

ATTENTION RECENT GRADUATES: All required coursework and degree conferral must be shown on official transcripts and/or evaluations. Prior to requesting official transcript(s), please confirm with your school that all required information has been posted.

Additional detailed information related to the Uniform CPA Examination is contained in the **Candidate Bulletin - Information for Applicants**, and the **CPA Exam Alert**. Both are accessible online at the Uniform CPA Examination's Web site located at www.cpa-exam.org or at the National Association of State Boards of Accountancy's (NASBA) Web site at www.nasba.org.